



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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Chief Executive Officer

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Second District

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Third District

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Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

December 21, 2009

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

## 2010 NATIONAL ASSOCIATION OF COUNTIES ACHIEVEMENT AWARDS

The National Association of Counties (NACo) has sent out a call for entries for its 2010 Achievement Awards. The County of Los Angeles has been very successful over the years in earning recognition for its outstanding and innovative programs. We now ask you to consider your 2010 NACo submissions.

There are 21 program categories ranging from the Arts and Historic Preservation, Civic Education and Public Information, Community/Economic Development and Financial Management to Health, Libraries, Risk Management and Transportation. Although some entries may fit into more than one category, NACo requests that entries be submitted in one category only (See Attachment I).

Please note: NACo is introducing a new application process, which requires that the contact information, title, and category of the program be submitted in an online application (See Attachment II). *However, the program narrative, a copy of the e-mailed confirmation page and any supplemental materials must still be sent to NACo via U.S. mail by the Chief Executive Office (CEO).*

Although some County departments have been contacted directly, NACo continues to request that the CEO coordinate the physical filing of all County department entries (program narrative, e-mailed confirmation page, and any supplemental materials). Therefore, departments are to forward their entries through this Office.

We will send one check to cover all County entries along with the required letter of endorsement. We have been notified the **NACo filing deadline is February 12, 2010.** If your Department plans to submit an entry for the 2010 NACo Achievement Awards, please note the **CEO deadline is Thursday, February 4, 2010.**

*"To Enrich Lives Through Effective And Caring Service"*

***Please Conserve Paper – This Document and Copies are Two-Sided  
Intra-County Correspondence Sent Electronically Only***

All Department Heads  
December 21, 2009  
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We need to obtain the signature of the Chair of the Board, so it is imperative your submissions are received by the deadline of February 4, 2010 in order to be included in the County submission. Please submit an **original, plus two copies of the program narrative, e-mailed confirmation page, and any supplemental materials to:**

Victoria Pipkin-Lane, Director  
CEO - Office of Workplace Programs  
500 W. Temple Street, Room B-1  
Los Angeles, CA 90012

Attention: Andrea Clark-Nicholas

Thank you for your active support of this important recognition program. If you have questions about the NACo Achievement Awards program, please contact Ms. Pipkin-Lane at (213) 974-2495 or [vpipkin@ceo.lacounty.gov](mailto:vpipkin@ceo.lacounty.gov).

WTF:ES:MKZ  
VPL:acn

Attachments

c: Each Supervisor

2009 12 2010 NACo Achievement Awards 12-21-09

2010

www.naco.org

APPLICATION FORM MUST BE COMPLETED ONLINE • [www.naco.org/achievementawards](http://www.naco.org/achievementawards)**ELIGIBILITY & CRITERIA****What is the Achievement Award Program?**

The Achievement Award Program is a non-competitive awards program which seeks to recognize innovative county government programs. One outstanding program from each category may be selected for the Best of Category Award.

**What is Required to Apply?**

For each program being nominated, an application form must be completed online at [www.naco.org/achievementawards](http://www.naco.org/achievementawards). The confirmation email must be printed and mailed with a nomination summary of the program and payment. For more information on these application parts, please see the How to Apply section.

**Who is Eligible to Submit Applications?**

Only county governments and state associations of counties are eligible to submit applications. There is no limit to the number of applications that can be submitted.

**What are the Eligibility Standards?**

All applications must comply with the four following standards:

1. The program must have become operational after January 1, 2006,

and must have measurable results.

2. County officials and/or staff, as part of their official duties, must have played a significant role in developing and implementing the program, with only limited assistance from outside technical experts and/or consultants.
3. All steps in the application process must be completed and all application fees must be paid in full.
4. The program must meet the criteria outlined below.

**What are the Program Criteria?**

The nominated program must meet the following criteria:

1. It must do one or more of the following:

- Offer a new service to county residents, fill gaps in the availability of existing services, or tap new revenue sources;
- Improve the administration or enhance the cost effectiveness of an existing county government program;
- Upgrade the working conditions or level of training for county employees;
- Enhance the level of citizen participation in, or the understanding of, government programs;
- Provide information that facilitates effective public policy making; or
- Promote intergovernmental cooperation and coordination in addressing shared problems.

2. In the case of a program that is in response to a federal or state law,

**AWARD CATEGORIES**

1. Arts and Historic Preservation
2. Children and Youth
3. Civic Education and Public Information
4. Community/Economic Development
5. County Administration and Management
6. Court Administration and Management
7. Criminal Justice and Public Safety
8. Emergency Management and Response
9. Employment and Training *(for county residents)*
10. Environmental Protection and Energy
11. Financial Management
12. Health
13. Human Services
14. Information Technology
15. Libraries
16. Parks and Recreation
17. Personnel Management, Employee Training and Employee Benefits *(for county employees)*
18. Planning
19. Risk Management
20. Transportation
21. Volunteers *(Includes Acts of Caring)*

*Deadline for submissions is  
February 12, 2010*

**2010**

APPLICATION FORM MUST BE COMPLETED ONLINE • [www.naco.org/achievementawards](http://www.naco.org/achievementawards)

regulation, or order, the program must go beyond mere compliance with the statute, regulation or order, and must display a creative approach to meeting those requirements.

3. The program must have proven measurable results (e.g. cost savings, enhanced employee productivity, improved constituent service, created better inter-governmental cooperation).
4. The program must be innovative and not rely on the application of techniques or procedures that are common practice in most counties of similar population size.
5. All aspects of the program must be consistent with acceptable governmental and financial management practices and must promote general governmental accountability.

**Ineligible Programs Include:**

- Programs designed to influence laws and regulations;
- Certification or accreditation programs;
- Programs that are adopted, whole or in part, from another public or private entity;
- Programs (either whole or in substantial part) that have received a previous Achievement Award; and
- Programs that involve merely the automation of a function, the purchase/utilization of new technology/equipment, the construction of a building, the relocation of facilities or staff, the hiring of additional staff, the conduct of a conference, the formation of a task force or committee, the publication of a newsletter, the privatization/contracting out of a function, or the application of targeted federal or state funds.

*Your county's programs and  
the individuals making them  
successful deserve national  
recognition...*

**HOW TO APPLY**

**★ STEP ONE**

**Completion of Application Form**

**New for 2010 Awards**

An application form must be completed online for each nominated program. Payment information (credit card number, check number, or Purchase Order/Voucher number) may also be provided at this time. Once completed, a confirmation will be emailed. This confirmation must be printed and signed by the Chief Elected Official.

Information needed for online application form:

**I. Contact Information**

The person named as the contact should be the primary contact for this program. All correspondence and communication about the program will be directed to the contact person. A link to the online application form can be found at [www.naco.org/achievementawards](http://www.naco.org/achievementawards). Follow the link and click on Upcoming Awards. To access the online application form, each person must have a log in (your email address). If your email address is not registered in our database, please follow the link to create a log in. It may take up to 24 hours to verify the information and for a log in to be emailed to you. Once logged in, your contact information will automatically populate the online application form.

**II. Program Information**

**Program Title:** Should your program win an Achievement Award, the program title you provide is exactly what will appear on the certificate. Please do not include the county name in the program title because the county name automatically appears on the certificate.

**Program Category:** Please choose one category from the list. Note that the selection of a program category should be determined by the content of the program, not by the organizational department. If you feel your application fits into two or more categories, please choose one category that best covers the main topic area of your program.



**STEP ONE**  
Completion of  
Application Form



**STEP TWO**  
Nomination Summary  
and Required Format



**STEP THREE**  
Sending Your  
Application(s)

### III. Join NACo's Knowledge Share: A Peer to Peer Network

By checking this box, you can share your professional experiences with other member counties by joining the Peer to Peer Network. This network promotes the sharing of information among county government professionals. You can also join online at [www.naco.org/peer2peer](http://www.naco.org/peer2peer).

### IV. Payment Options

There are two payment options for the Achievement Award Applications. All applications received without payment will not be processed.

1. Online

- Payment by credit card may be made through an online payment system. The fee for each application is \$60 for a member county and \$150 for a non-member county. If you are unsure of your membership status, please contact your Chief Elected Official's office. Once submitted, a receipt will be emailed to the email address provided.

2. By Mail with Credit Card or Check, Voucher, or Purchase Order:

- Alternatively, you may pay by check, voucher, or purchase order. Please attach the check or voucher/purchase order to the confirmation email along with any relevant instructions regarding this type of payment. Unless otherwise requested, all correspondence regarding the voucher/purchase order will be directed to the contact person. If you are paying by check, voucher, or purchase order, the fee for each application is \$60 for a member county and \$150 for a non-member county.

### V. Confirmation Email and Signature of Chief Elected Official

Once the online portion is submitted, you will receive an email confirmation. This confirmation page **MUST BE PRINTED** and submitted with the application narrative. In addition, this page must be signed by your county's Chief Elected Official (i.e., elected county executive or board chair). Please be aware that you need to plan ahead and allow sufficient time for this to be done in order to meet application deadlines. If the county prefers, it can send one

signed cover letter listing all applications from the county, but the confirmation page must still be submitted with each application.

## ★ STEP TWO

### Nomination Summary and Required Format

The nomination summary must:

- Include the confirmation email stapled to the nomination summary.
- Be written on no more than seven one-sided type written pages.
- Be written in layman's terms, so that the average reader can understand the objectives and judge the merits of the program. NACo reserves the right to disqualify programs whose summaries are too technical.
- Be well written. Poorly written applications that do not address the seven issues below are subject to disqualification.
- Have measurable results. NACo reserves the right to disqualify programs that are submitted prematurely and without measurable results.
- Have the name of the program, and the county and state submitting the application on the top of each page. Pages should also be numbered. In the summary of the nominated program, the following seven items must be addressed in a number by number format. Failure to address any of these items may result in your application's disqualification. (*Suggested page guidelines are provided below*).

#### 1. Abstract of the Program

In approximately 200 words or less, summarize your program (approximately 1/4 page). Abstracts of award winning programs will be published, so please be sure that what you have written is comprehensive, but concise.



## 2. The Problem/Need for the Program

Discuss the problem/need that prompted the development of the program and the county's legal obligation, if any, to take action (approximately 3/4 page).

## 3. Description of the Program

Provide a description of the nominated program, including its objectives, the time frame for development and implementation, the clientele being served, the county's role in devising and implementing the program, and the contribution, if any, of other partners (e.g., state and federal government, consultants, private partner(s) (approximately 2 to 3 pages).

## 4. Use of Technology

Describe all items of technology that your program utilized in its implementation. This could include intranet, internet, website, GIS, GPS, cable, kiosks, software, LAN, WAN, databases, etc. You may provide this information in a list or paragraph form. This information will be useful in helping NACo highlight how big a role information technology plays in local community programs (approximately 1/4 page).

## 5. The Cost of the Program

Describe both the operating and capital costs incurred in developing and implementing the program (list all costs that would be incurred by a county attempting to replicate the program) (approximately 3/4 page to 1 page).

## 6. The Results/Success of the Program

Provide a description of the results and the success of the program in meeting its objectives (provide specific examples and measurements of that success) (approximately 3/4 to 1 page).

## 7. Worthiness of an Award

Give justification for why this program meets outlined criteria and should be awarded a 2009 Achievement Award (approximately 1/4 to 1/2 page).

## ★ STEP THREE

### Sending Your Application(s)

For each nominated program, payment (if not made online) and ONE copy of the email confirmation and ONE copy of the narrative must be submitted. NACo welcomes

any additional materials, i.e. reports, manuals, photos, videotapes, etc., you would like to send in support of your application; however, programs are judged on the information provided in the seven page summary. Please note, upon receipt, all application materials become property of NACo, which reserves the right to publish and distribute program summaries and display entries.

For your records, please keep a copy of your email confirmation and narrative. Applications and application materials will not be returned. If your county sends all of its applications in one package, please provide a separate list of all the applications being submitted with the package.

Applications must be sent to:

2010 Achievement Awards  
National Association of Counties  
P.O. Box 79007  
Baltimore, MD 21279-0007

All applications must be postmarked by February 12, 2010 to be eligible for consideration. (Please note: Regular mail is sufficient, as long as applications are postmarked by February 12.)

## Notification

The contact person will be notified in June regarding the judges' decision on the application. If a nominated program is selected for an Achievement Award, notice will also be sent to the county's Chief Elected Official. Certificates for winning programs will accompany the notification letters. Both the submitting individuals and the Chief Elected Official will receive a copy of the certificate. Additional copies of the certificate, as well as commemorative items, will be available online at [www.easttowest.com](http://www.easttowest.com).

## QUESTIONS?

*If you have any questions about the Achievement Award Process, you may visit our Frequently Asked Questions page at [www.naco.org/achievementawards](http://www.naco.org/achievementawards), or contact Kathryn Murphy in the Research Division at [kmurphy@naco.org](mailto:kmurphy@naco.org) or 202/661-8806.*

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2010

**NACo** National Association of Counties  
The Voice of America's Counties

**NATIONAL ASSOCIATION OF COUNTIES (NACo)  
2010 Achievement Awards**

**GUIDELINES FOR SUBMITTING THE ONLINE APPLICATION**

1. Go to <http://www.naco.org/achievementawards>

2. Click on [online application form](#)

*(NOTE: If you have submitted a NACo entry in the past, you may already be in the database. If not, follow the instructions for new registration. It may take up to 24 hours for your information to be verified and a login to be emailed to you.)*

3. Click on [Submit an Application for this Award](#).

4. Fill out [Award Entry Information page](#). Select [Category](#) and insert [Program Title](#). Ignore the application fee information. Click [Continue](#).

5. On the Shopping Cart page, select [Quantity \(1\)](#). Click [Check Out](#).

6. Verify [Billing and Shipping Information](#). Click [Continue](#).

**(NOTE: THE CHIEF EXECUTIVE OFFICE WILL SEND ONE CHECK FOR ALL COUNTY ENTRIES. DO NOT PAY THE ENTRY FEE ONLINE.)**

7. On the Payment Information page, select the [Pay by PO/Check](#) box. Disregard request for PO/Check #. Click [Continue](#).

8. Confirm order and make sure to check the box marked [send confirmation by e-mail](#). Click [Submit](#).

9. Print a copy of the [Thank You for your Order page containing your confirmation number](#).

10. Click [Finish](#).

**(NOTE: Remember to provide a copy of the confirmation page with your program narrative when submitting to the Chief Executive Office.)**